

CORPORATION BOARD MEETING

CONFIRMED MINUTES OF THE MEETING HELD ON TUESDAY 13 DECEMBER 2022 AT 4:30PM, HELD IN HAPPISBURGH ROOM HB004

Present:

Andrew Barnes (Chair), Jerry White (Principal), Noel Bartram, Jill Lanning, Andrea Blanchflower, Nikki Gray (remote), Evie Berg, Seth Harvey, Lewis Pepperell, Shirley Barker, Laura Stewart

Attendees:

Martin Colbourne (Deputy CEO), Jo Kershaw (Vice Principal), Seb Gasse (Vice Principal) (Remote), Stuart McKay (remote, until 5:26pm), Jodie Mitchell (Director of Governance and Legal), Barbara Ashby (Governance and Legal Administrator)

Students and Governors met informally between 4:30pm until 4:50pm for discussion and feedback.

Papers from Section A were then received before discussion of item 1. Student Voice.

9. SECTION A – papers in Section A are for discussion and action

9.1 Annual Report & Financial Statements

9.1.1 Annual Report and Financial Statements 2021/22

The discussion was confidential and is recorded within the confidential minutes.

9.1.2 Letter of Representation

MC stated this includes all the standard representations required and is part of the annual report.

The Board approved the Letter of Representation.

9.1.3 Regularity Assessment

This has been considered at the Audit and Risk Committee and has been brought to Board for final approval.

The Board approved the Regularity Assessment.

9.1.4 Going Concern

The discussion was confidential and is recorded within the confidential minutes.

9.1.5 Assurance on Subsidiaries

This item was noted by the Board but not discussed.

9.1.6 MHA Audit Memo

This item was noted by the Board but not discussed.

9.1.7 Letter of Support to ECO Enterprises

The discussion was confidential and is recorded within the confidential minutes.

9.1.8 Audit Committee Annual Report 2021/22

The discussion was confidential and is recorded within the confidential minutes.

SMk left the meeting at 5:26pm

1. Student voice

Governors provided feedback collectively on the student voice session held at 4:30pm.

Governors and attendees noted the following after discussions with the Students:

- Governors agreed the informal approach was better and helped to put students at ease. The 15–20-minute timings were appropriate.
- Students had fed back that they were enjoying College more in comparison to school
- The students came across very positively but when asked '*What could the College do better?*' The main thing stated was they wanted longer lunch breaks.
- Some students had mentioned about having an end of year show or Christmas show and whether there was an option to perform at the Theatre Royal, Maddermarket or Norwich Playhouse. The students thought performing at other theatres would provide a different experience.
- Students queried whether there could be a crossover between Norwich and Paston with sharing each site's theatre space.
- Students were enjoying their chosen courses and feel safe.
- Students commented that information was not forthcoming about post 16 options by schools for those not wanting to stay on in sixth form. CCN need to provide this, fill the gap but not all schools allow the College access to advertising and promoting available options.
- Governors agreed School Liaison has a part to play in promoting the College option. There are other options available for post 16 school leavers in addition to sixth form that can be considered.
- Travel was highlighted as a negative aspect of the College experience for some students with travel between the College sites being problematic. NB suggested that these travel issues are something that could be put forward via 'Active Travel' with local authorities.
- Governors agreed it was a useful way of obtaining student views.

2. Apologies for Absence

Apologies were received from Bree Sherwood and Helen Richardson-Hulme.

3. Declarations of Interest

In the interest of transparency and in accordance with the Standing Orders of the Corporation, all Governors of the Corporation Board are asked to make a written declaration of relevant pecuniary interests on appointment. Governors were requested to make known any relevant pecuniary interests relating to any items on the agenda and it was noted that all declarations will be recorded.

There were no new declarations of interest given at the meeting.

4. Additional Confidential Minutes of the Meeting held on 17 October 2022

The unconfirmed confidential minutes of the meeting held on 17 October 2022 were amended slightly and agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

5. Unconfirmed Minutes of the Meeting held on 18 October 2022.

The unconfirmed minutes of the meeting held on 18 October 2022 were amended and agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

6. Unconfirmed Confidential Minutes of the Meeting held on 18 October 2022

The unconfirmed confidential minutes of the meeting held on 18 October 2022 were agreed as a true record of the meeting and will be signed by the Chair at the next available opportunity.

7. Matters Arising

21/22 Board 5 Action 5: A review of Risk Appetite is to take place at the July Strategy Day. *Propose that this review should happen at the January 2023 Strategy Day.* **ACTION COMPLETE**

21/22 Board 6 Action 5: CP and JM to schedule in a training update to provide Governors with a broad view of all sector changes, either within board agendas or the strategy date agenda. *JW has piloted a video blog that JL, NB and ABn can access and future videos will be available for all Governors to access as they want.* **ACTION COMPLETE**

21/22 Board 10 Action 1: MC to request from RNAA information regarding rights of way access for Denham Road prior to the shared agreement being signed and an update provided at the next Business Committee meeting. *In relation to the RNAA the current priorities remain with the water arrangement (settling the first year) and also reviewing the Deed of Priority. Reviewing the road agreement and history will have to follow in 2023. No current active follow-up from the RNAA on this.* **ACTION ON GOING**

21/22 Board 10 Action 3: CP to provide an update regarding the outcome of UCU pay claim meeting on 11 July 2022. Union pay claim continues. Governors are regularly updated. **ACTION COMPLETED.**

21/22 Board 10 Action 4: JL to prepare information concerning EAA resources and send to the Network of Chairs and Quality Committees for their meeting on 18 October 2022. *JL submitted her paper and received an update post meeting.* **ACTION COMPLETED**

21/22 Board 10 Action 5: JM to provide an update on the role descriptions for Chair and Vice chair that will be reviewed at the next Board meeting on 18th October. Further amendments are required following suggestions from RemGov on 28 Sept 2022. *Update to be at this meeting.* **ACTION COMPLETED**

Board 1 Action 1: JW to review the salary pay scales with HB and MC as part of the proposed pay offer. Union pay claim ongoing. *Pay scale review underway.* **ACTION COMPLETE**

Board 2 Action 1: JW to provide 2 additional pay models/options to bring to the Board meeting on 18 October 2022. *Discussed at Board.* **ACTION COMPLETE**

Board 2 Action 2: NB and JW to complete a high-level review relating to the HE Enrolment numbers and the findings to be presented at Board. *To remove NB from this action. JW to provide high-level review.* **ACTION ON-GOING**

Board 2 Action 3: JM / CJ to distribute the recent HE Governors Link report and confirm the location of all reports on OnBoard. *Email sent to Governors.* **ACTION COMPLETE.**

Board 2 Action 4: JM / CJ to distribute the Easton Land Legal report presented at Business on 11.10.2022. *Email sent to Governors.* **ACTION COMPLETE.**

Board 2 Action 5: JM to provide an update to Board on 13 December 2022 regarding the External Board Review. *Update to be provided to Board 7 February 2023.* ACTION COMPLETE

Board 2 Action 6: JW to confirm with the AoC whether H&S benchmarking data will be distributed going forward. *No confirmation received from AoC regarding this matter so JW will provide an update at Business on 31 January and to Board on 7 February 2023.*
ACTION ON-GOING

Board 2 Action 7: JM / CJ to upload the Strategic Deliveries Priorities Operational Plan onto OnBoard resources. *Uploaded and email sent to Governors.* ACTION COMPLETE

Board 2 Action 8: JM / CJ to add Review of Risk Appetite to the January 2023 Strategy Day Agenda. *This will be accommodated once agenda is finalised.* ACTION COMPLETE.

8. Chair's Remarks

ABn acknowledged the difficulties the sector faces and that the College has to carry on as best it can during this time. CCN is in a better position compared to other colleges than many and he stated that the Board values the work being carried out by all staff, recognising how tough it is for the students as well. ABn thanked the efforts being made by the SMT and by all those who support the students.

9. SECTION A continued – papers in Section A are for discussion and action

9.1 Annual Reports and Financial Statements

9.1.9 Remuneration Committee Annual Report 2021/22

JM stated this report was approved earlier today and BS had raised no concerns.

The Board approved the Remuneration Committee Annual Report 2021/22.

9.2 College Self-Assessment Report

The discussion was confidential and is recorded within the confidential minutes.

9.3 Summary of Chairs of Committee Meetings

9.3.1 Curriculum and Standards

JL noted that at the last Curriculum and Standards meeting it was agreed that the focus should continue to be maintained with Maths. This would mean continuation of a Link Governor and it had been proposed that Easton and English should also be included and brought back to C&S for the rest of the academic year as they are both still areas of concern.

9.3.1.1 Easton English and Maths Plan

Jo Kershaw provided an update as follows:

- The results were disappointing compared to Norwich but she added that nationally we sit in the middle of the overall outcomes albeit she is aware that the results need to improve
- E&M is more aligned with Norwich now by using cross college teaching to assist in the teaching delivery
- A new member of staff has been appointed to assist with the gaps in delivery

- Another option being considered to improve results in this area will be looking at working with the New Anglia Colleges Group to set up a peer network
- In addition there will be future exchanges of information taking place between CCN and other colleges to assist in the improvement process
- Meetings are set up for a consultation in terms of the structure of curriculum and the approach CCN is considering for future planning on improvements

ABI asked JK how confident she of a positive mock results outcome with the current cohort of students or would any interventions be required to help them?

JK responded stating that the mocks will highlight if any extra intervention is needed but with changes to the management team compared to last year there will be some differences.

JW stated that the staff at CCN are focused on obtaining results for E&M.

9.3.1.2 HE Working Group

JW had reviewed Level 4 and above qualifications in the curriculum and noted there had been a lot of discussion in terms of course completion. CCN needs to be aware of the planning cycle involved in terms of HE offers.

Governors noted CCN needs to encourage more student input from this level of education and suggested a course community meeting could be linked with this working group. JW said that there would also be an opportunity for the student voice to be built into this group.

Governors noted that CCN needs to find a way of talking to external people such as local employers by asking them what options the College could consider when looking for trainees.

9.3.1.3 Summary Details of Leavers

This will be brought back to the next round of meetings in January 2023 for Governors to review as this item has not been completed yet.

SH left the meeting at 6:40pm

9.3.1.4 C&S Terms of Reference

JM informed the Governors that this had previously been reviewed by the C&S Committee and had been brought to Board today for approval.

The Board approved the C&S Terms of Reference.

9.3.2 Business

NB shared potential ideas about future planning in terms of self-funding by CCN.

9.3.2.1 Finance Update

The discussion was confidential and is recorded within the confidential minutes.

LP and EB left the meeting at 7:00pm.

9.3.2.2 Finance Regulations

The discussion was confidential and is recorded within the confidential minutes.

9.3.2.3 Insurance Policies Renewal

The discussion was confidential and is recorded within the confidential minutes.

9.3.2.4 Grounds Maintenance Tender

The discussion was confidential and is recorded within the confidential minutes

9.3.2.5 Modern Slavery Statement

JM informed the Board that the Statement had been considered at the Business Committee. It had been recommended to bring the statement to Board for approval in relation to whether the document was deemed to be retrospective or not. JM said she had checked this matter and could confirm this Statement is required to be worded in retrospect and is therefore presented correctly.

The Board approved the Modern Slavery Statement.

9.3.3 Audit and Risk

9.3.3.1 Audit & Risk Terms of Reference

JM outlined the change to the wording with the ToR. The change was recommended at the A&R Committee on 12 December 2022 and has been brought to Board for approval today.

The Board approved the A&R Terms of Reference.

9.3.4 Remuneration and Governance

An update was not provided to the Board regarding the Committee.

9.4 Wellbeing and Inclusion Report and Safeguarding

The Wellbeing and Inclusion report was previously distributed to Governors and in the absence of HRH, JW noted the following:

- The outcomes for the Prevent and safeguarding training is good at this time
- Interaction with local NHS continues to be problematic and set to get worse in terms of accessing help from GPs for some of our students
- Concerns had been raised about some students at Easton and safe online and social media usage.

9.5 Strategic Priorities

This item will be carried forward to Strategy Day on 17 January 2023.

9.6 Governance Matters

9.6.1 Role Descriptions

JM outlined the amendments made to the Chair and Vice-Chair role descriptions as previously discussed.

The Board approved the Chair and Vice-Chair Role Descriptions.

9.6.2 Corporate Sealing Register

The Corporate Sealing Register was shared with the Board for information.

9.7 Students' Union Update

JW gave a brief overview on LP's behalf, stating that a Student Liaison Officer has been appointed to support the Student Union. SG has been working with LP and SLA with a view to develop a long-term strategy.

10. SECTION B - papers presented in Section B are for discussion only if requested by Governors.

10.1 ONS review of FE Sector Classification

JW presented an overview on this matter and noted that the C&S Committee had discussed the reclassification and potential changes regarding operational matters for CCN. JW and MC will be considering the wider implications in the medium term regarding financial regulation and reporting. There will also be some constraints on the College with being in the Public Sector going forward but JW added that there may also be some future benefits that have yet to be identified although regarding the matter of VAT the unwillingness of the Government to change the status is disappointing.

NG asked as CCN is now back in the Public Sector would approval be needed for putting monies on deposit? MC responded stating this is not applicable at this time.

11. SECTION C - papers presented in Section C are for information only.

11.1 Student Forum and Parliament Minutes

No papers or update was available for the Board at present.

12. EOC - Annual Report and Financial Statements

12.1 EOC Enterprises Limited – Annual Report and Financial Statements

EOC Enterprises Limited – The Annual Report and Financial Statements were noted by Governors but not discussed.

12.2 EOC Enterprises Limited – MHA Letter of Representation

EOC Enterprises Limited– MHA Letter of Representation was noted by Governors but not discussed.

12.3 EOC SPV Limited – Annual Report and Financial Statements

EOC SPV Limited – The Annual Report and Financial Statements were noted by Governors but not discussed.

12.4 EOC SPV Limited – MHA Letter of Representation

EOC SPV Limited – MHA Letter of Representation was noted by Governors but not discussed.

13. Other Urgent Business

No items were discussed under this section.

14. Confidentiality

It was agreed that agenda items, 9.1.1, 9.1.4, 9.1.7, 9.1.8, 9.2, 9.3.2.1, 9.3.2.2, 9.3.2.3 and 9.3.2.4 are confidential by their nature.

15. Confidential Items

No items were discussed under this section.

16. Date of Next Meeting

The next CCN Board Meeting is scheduled to take place on 7 February 2023 at 4:30pm, at Easton in Room JB031.

It was noted that JM will now be going on maternity leave and that Lana Jackman will be covering the Clerk to the Corporation role for approximately 6 months in JM's absence.

All formal business having been concluded; the meeting closed at 7:35pm

Signed **Date**
(Chair)